



49557

Work Behavior Inventory Rating Sheet

PID#

RPN#

Date

Interviewer:

Site:

Please rate client's work behavior on each of the following items using the five anchor points listed below. Rating should be performed following a 10 - 15 minute period of direct work observation and a semi structured interview with the work site supervisor. Performance in a given area should be rated as "superior" when it reflects behavior which would be considered an asset in competitive employment. Performance in a given area should be rated as "Needing Improvement" when it reflects behavior which would be considered a liability in competitive employment.

- 1: Consistently an area Needing Improvement
- 2: Occasionally an area Needing Improvement
- 3: Performance Adequate in this area
- 4: Occasionally an area of Superior Performance
- 5: Consistently an area of Superior Performance
- 6: N/A = not assessed / missing

A: Social Skills

- A1 Does not appear overly distant or aloof----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- A2 Seems comfortable when approached by co-workers----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- A3 Joins social groups at break time, or when available----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- A4 Appears to be interested in others ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- A5 Expresses positive feelings appropriately----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- A6 Maintains positive relationships with co-workers----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- A7 Expresses negative feelings appropriately----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA

SOCIAL SKILLS TOTAL

B: Cooperativeness

- B1 Works comfortably in presence of co-workers----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- B2 Listens attentively to directions ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- B3 Accepts constructive criticism without becoming upset----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- B4 Follows instructions without resistance----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- B5 Listens without interrupting when given instructions/ directions ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- B6 Cooperates with co-workers on the job----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- B7 Asks questions when confused ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA

COOPERATIVENESS TOTAL



49557

- 1: Consistently an area Needing Improvement
 2: Occasionally an area Needing Improvement
 3: Performance Adequate in this area
 4: Occasionally an area of Superior Performance
 5: Consistently an area of Superior Performance
 6: NA = not assessed / missing

PID#

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C: Work Habits

- C1 Begins work tasks promptly----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- C2 Comes on time to work ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- C3 Follows rules and standards on the job----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- C4 Takes breaks only when scheduled----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- C5 Individual tasks are done within given time frame----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- C6 Maintains pace once work is started----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- C7 Takes initiative when work is available----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA

WORK HABITS TOTAL

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D: Work Quality

- D1 Quality of work products is consistent----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- D2 Work is done accurately ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- D3 Work is done efficiently ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- D4 Looks for and recognizes own mistakes----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- D5 Doesn't need frequent prompting----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- D6 Corrects own mistakes ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- D7 Learns how to do tasks within a given time frame----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA

WORK QUALITY TOTAL

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E: Personal Presentation

- E1 Does not become overexcited/aggressive----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- E2 Does not seem to tire easily ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- E3 Refrains from inappropriate joking and profanity----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- E4 Personal hygiene is satisfactory----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- E5 Comes to work appropriately dressed----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- E6 Refrains from saying irrelevant things----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA
- E7 Seems alert and aware on the job----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA

PERSONAL PRESENTATION TOTAL

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General Rating of Work Behavior

- General Impression of work behavior ----- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA